Unit Plan: Full-Time Faculty/ Adjunct Staffing Request(s) [Acct. Category 1000]

Unit:
Division or Area to Which You Report:
Author(s) of this Unit Plan: Jim Matthews, Carol Baumann, Kim Morrison, Norman Buchwald, Debbie Soares
Date: 3/15/08

Audience: Faculty Prioritization Committee and Administration
Purpose: Providing explanation and justification for new and replacement positions for full-time faculty and adjuncts
Instructions: Please justify the need for your request. Be sure to include reference to Goals/Objectives from Part II, and Strategic Planning Priorities. Please cite any evidence or data to support your request, including enrollment management data (EM Summary by Term) for the most recent three years, student success data (EM Success report), and any other pertinent information. For EM data, go to http://help/EMC/ (from on campus—college intranet). If you have not worked with EM data previously, seek assistance from your division dean or CEMC rep.

Classified Position: Replace the retiring Library Support Specialist with another Library Support Specialist. See Attached rationale/
Unit Plan: Classified Staffing Request(s) [Acct. Category 2000]

Unit:
Division or Area to Which You Report:
Author(s) of this Unit Plan:
Date:

Audience: Administrative Staff
Purpose: Providing explanation and justification for new and replacement positions for full-time and part-time regular (permanent) classified positions
Instructions: Please justify the need for your request. Be sure to include reference to Goals/Objectives from Part II, and Strategic Planning Priorities. Please cite any evidence or data to support your request. If this position is categorically funded, include and designate the funding source of new categorically-funded position where continuation is contingent upon available funding.

Criteria For Classified Staffing Priorities (not necessarily in Priority Order as developed by the Admin Staff)

1) Impact on enrollment and revenue;
2) Safety;
3) Mandates;
4) Workload distribution (impact on other’s work);
5) Relationship to institutional priorities.